

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII

Legal Ad Date: October 12, 2004

**REQUEST FOR PROPOSALS
NO. PSD 05-CPS-05**

**RESIDENTIAL WORK RELEASE
AND
COUNSELING PROGRAM
FOR
WOMEN INMATES**

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

October 12, 2004

REQUEST FOR PROPOSALS

**RESIDENTIAL WORK RELEASE AND COUNSELING
PROGRAM FOR WOMEN INMATES
RFP No. PSD 05-CPS-05**

The Department of Public Safety, Corrections Program Services Division, is requesting proposals from qualified applicants to provide a Residential Work Release and Counseling Program for Women Inmates. The contract term will be for two (2) twelve-month period. A single contract will be awarded under this request for proposals.

The women offenders who will be referred to this program will be those who are approaching release from incarceration and transitioning back into the community. The Service Provider shall provide counseling services, job placement services and 24-hour supervision. Services in the area of cognitive skills training, substance abuse, domestic violence, physical and sexual abuse will be required for all the participants in this community residential setting.

Proposals shall be mailed and postmarked by the United State Postal Service on or before January 14, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on January 14, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Corrections Program Services Division will conduct an orientation on November 3, 2004 from 1:00 p.m. to 2:00 p.m., HST, at 919 Ala Moana Boulevard, Room 404, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on November 30, 2004. All written questions will receive a written response from the State on or about December 17, 2004.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Terri Ohta at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1236, fax: (808) 587-1244, e-mail: Terri.L.Ohta@hawaii.gov

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
January 14, 2005**

All Mail-ins Drop Off Site

Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

PSD RFP COORDINATOR

Ms. Terri Ohta
For further info. Or inquiries
Phone: 587-1236
Fax: 587-1244

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii
Standard Time (HST) January 14, 2005.**

Drop-off Site

Oahu:

Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

BE ADVISED: All mail-ins postmarked by USPS after **January 14, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **4:30 p.m., HST, January 14, 2005**.
Deliveries by private mail services such as FEDEX shall be considered hand
deliveries and will not be accepted if received after **4:30 p.m., HST,**
January 14, 2005.

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Section 1

Administrative Overview

Section 1

Administrative Overview

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state-purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Corrections Program Services Division	
Department of Public Safety, State of Hawaii	
919 Ala Moana Blvd., Room 405	
Honolulu, Hawaii 96814	
Attention: Miles Murakami	
Phone: (808) 587-1266	Fax: (808) 587-1280

IV. Procurement Timetable

Note that the procurement timetable represents the State's best-estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	October 12, 2004
Distribution of RFP	October 12, 2004 to January 14, 2005
RFP orientation session	November 3, 2004
Closing date for submission of written questions for written responses	November 30, 2004
State purchasing agency's response to applicants' written questions	December 17, 2004
Discussions with applicant prior to proposal submittal deadline (optional)	January 10, 2005
Proposal submittal deadline	January 14, 2005
Discussions with applicant after proposal submittal deadline (optional)	January 31, 2005
Final revised proposals (optional)	February 4, 2005
Proposal evaluation period	February 14-25, 2005
Provider selection	March 14, 2005
Notice of statement of findings and decision	April 4, 2005
Contract start date	July 1, 2005

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: November 3, 2004 **Time:** 1:00 p.m. to 2:00 p.m.

Location: 919 Ala Moana Blvd., Room 404, Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation.

Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral

questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state-purchasing agency.

Deadline for submission of written questions:

Date: November 30, 2004 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: December 17, 2004

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state-purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the

State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.
- Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail are not permitted.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000; the provider shall certify that it

complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state-purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state-purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state-purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state-purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: John F. Peyton, Jr.	Name: Terri Ohta
Title: Director	Title: Administrative Service Officer
Mailing Address: 919 Ala Moana Blvd. Room 400, Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Blvd. Room 413, Honolulu, Hawaii 96814
Business Address: Same	Business Address: Same

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state-purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state

purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Background

This project is to provide residential community beds, with attending treatment services, to women offenders transitioning from incarceration at the Women's Community Correctional Center to the community.

B. Purpose or Need

The purpose of the project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

C. Description of the Goals of the Service

The goal of the Residential Work Release and Counseling Program for Female Offenders are the development of necessary skills for pro-social independent living and to promote a drug free lifestyle. The therapeutic approach will focus on gender responsive issues, cognitive restructuring, relapse prevention, vocation/employment services, family therapy, health care, domestic violence and sex abuse services.

D. Description of the Target Population to be Served

1. Adult female sentenced inmates, including parolees at risk of violating parole, who have met the requirements for community custody and/or pretrial detainees who are granted supervised release.
2. Pretrial defendants on supervised release. Consideration for pretrial placement will be based on the type of pending charges and ineligibility for home detention due to lack of a permanent residence.

The service provider will be required to accept residents who have been assessed as being appropriate for, or in need, of residential treatment services unless the service provider presents the Department with justifiable reason that a particular offender should

not be accepted into the program. The Department will make the final determination.

E. Geographic Coverage of Service

Residential treatment services shall be provided on Oahu.

F. Probable Funding Amounts, Source, & Period of Availability

The funding available for services under this RFP is approximately \$900,090 for FY 2006 and \$900,090 for FY 2007.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. Service provider shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The Provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.

6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
7. Comply with the Standards for Community Residential Programs of the American Correctional Association (ACA).
8. Monitor participants' behavior to ensure compliance with all State and Federal Laws and the rules and regulations of the Department.
9. Comply with the State of Hawaii Codes and Regulations (i.e., Fire Code, Health Care, etc.).
10. Service Provider must maintain and show proof of a liability insurance policy of at least one million dollars.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

There are no planned secondary purchasers; however, after-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☒ Single Multiple Single & Multiple

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒ Single term (≤ 2 yrs.) Multi-term (> 2 yrs.)

Award shall be for the twelve (12) month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for one (1) additional twelve-month period or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Ms. Terri Ohta
Planning, Programming and Budget Office
Department of Public Safety
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone (808) 587-1236 Fax (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Provide a residential setting appropriate for achievement of the program's purpose.
2. Provide treatment services in group or individual therapy sessions to address inmate needs in areas such as cognitive skills, life skills, substance abuse, domestic violence, physical and sexual abuse.
3. Provide 24 hours-a-day, on-site shelter and living arrangements and on-site supervision of residents transitioning from institutionalization.

4. Report all violations promptly to the Department.
5. Provide three nutritionally adequate meals per day, of which two will be a hot meal, for each program participant unless specifically waived by the Department or unless a waiver of this provision by the participant is made through a written agreement with the Contractor.
6. Enable the participants to engage in meaningful leisure, social and recreation activities.
7. Perform case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations. Services shall include referral to public and private social services, vocational placement agencies, mental health services, and other similar agencies; and monitoring the reintegration process from community residential programming to independent living provided the Department approves the selection of participants.
8. Assist each participant in seeking, obtaining and maintaining approved employment. Transportation to be the responsibility of participant and agreed upon with Service Provider and Department.
9. Assist participants with personal budgeting, to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after release from incarceration.
10. Arrange for transportation for Department approved medical and dental services. Department authorized services will be paid for by the Department. Allow participants with personal health insurance to secure personal medical services with the approval of the Department.
11. Provide counseling for participants, including crisis intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
12. Provide participants with assistance in developing skills necessary for successful reintegration into the community.
13. Provide treatment services in the areas of cognitive skills, substance abuse, domestic violence, physical and sexual abuse through the in-house personnel or Department approved sub-

providers. Any cost not itemized in this RFP proposal will be approved by the Department before payment is made.

14. Monitor participants living independently in the community to ensure their compliance with established conditions of the furlough agreement and treatment plans.
15. Provide urinalysis testing for the use of drugs and alcohol in accordance with Department policy and procedure COR.08.10, describing the method and tools to be used.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service Provider or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

2) Administrative

1. Service provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
2. The Service provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.
3. The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).

3) Quality assurance and evaluation specifications

The Department's Corrections Program Service Division Administrator will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Corrections Program Service Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Administrator, the service provider shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Corrections Program Service Division Administrator shall determine reasonable time.

4) Output and performance/outcome measurements

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Total number of inmates referred for residential work release.
- Number of inmates accepted into the program.
- Number of inmates referred to each treatment component.
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.

- Number of inmates terminated from the program due to misconducts (positive urinalysis, assault, etc).
- Number of inmates terminated due to criminal offense.
- Total number of drug tests (positive and negative.)
- Number of inmates completing the program and placed on extended furlough.
- Of the inmates who have completed the program, what percentage of inmates remained drug-free.
- Of the inmates who have completed the program, what percentage of inmates remained arrest-free. Conviction-free.
- Number of inmates paroled upon completing the program.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

5) Experience

The applicant must demonstrate a minimum of five years experience in job development, employment counseling, employer relations and coordination of services for female offender population.

The applicant must demonstrate experience in training staff to work with female offenders.

The applicant must demonstrate that all current staff meet all licensing and or credential requirements.

The applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

6) Coordination of services

The applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system and Department of Health.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional

counselors, security staff, parole officers, and community based offender treatment programs.

7) Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Services Officer the monthly list of inmates they are treating by facility for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each treatment service, whether completed or interrupted.
 - A roster of residents who attended each session.
 - For absent resident, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

7) Pricing Structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

8) Units of service and unit rate

The Unit of Service and Unit rate shall be based on price per bed per day based on an estimated 36 beds and price per bed day in the community.

The number of beds may be increased to forty (40) provided that funds are available from under utilized vacant bed days. The bed day rate for in-community beds (community placement) will be contingent on availability of funds also from unused bed days from the over-all program budget of \$900,090 set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

IV. FACILITIES

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the residential work furlough needs of the offenders and other treatment needs as identified for the offenders.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state-purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing substance abuse services;
2. List of experience as an agency providing services to offenders and their families.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.

For those agencies that do not have one-year experience requirement, an Exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one-year experience requirement, the service for which funds are being requested is a new service, etc.).
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing**A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a complete description of services and activities proposed to provide a comprehensive program for sentenced felons. This section shall include, at a minimum, the following:

1. Program philosophy;
2. Program components;
3. Description of case management services, including record-keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of how the range of services, including elements and methods of treatment, will be provided for all the required services;
6. Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
7. Flexibility of treatment programs;
8. Description of on-site supervision of offenders.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state-purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget

SPO-H-205A, Organization-Wide Budget by Source of Funds

SPO-H-206A, Budget Justification – Personnel – Salaries and Wages

SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits

SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

4 pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

4 pts

- Three (3) years of experience of providing services to the criminal justice offenders.

- | | |
|---|---------------------|
| C. Quality Assurance and Evaluation | <u>4 pts</u> |
| <ul style="list-style-type: none"> Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | <hr/> <hr/> |
| D. Coordination of Services | <u>4 pts</u> |
| <ul style="list-style-type: none"> Demonstrated capability to coordinate services with other agencies and resources in the community. | <hr/> <hr/> |
| E. Facilities | <u>4 pts</u> |
| <ul style="list-style-type: none"> Adequacy of facilities relative to the proposed services. | <hr/> <hr/> |

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- | | |
|--|---------------------|
| A. Staffing | <u>8 pts</u> |
| <ul style="list-style-type: none"> <u>Proposed Staffing</u>: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. | <u>4 pts</u> |
| <ul style="list-style-type: none"> <u>Staff Qualifications</u>: Minimum qualifications (including experience) for staff assigned to the program. | <u>4 pts</u> |
| B. Project Organization | <u>7 pts</u> |
| <ul style="list-style-type: none"> Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. | <u>4 pts</u> |
| <ul style="list-style-type: none"> Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. | <u>3 pts</u> |

3. Service Delivery (55 Points)

The evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities and the realism of the timelines and schedules, as applicable.

• Program Philosophy	<u>5 pts</u>
• Program Components	<u>20 pts</u>
• Case Management Services	<u>10 pts</u>
• Description of Basic Services	<u>10 pts</u>
• Description of the Range of Services	<u>5 pts</u>
• Description of how the Service Provider will provide services to fluctuating population needs	<u>5 pts</u>
	<u> </u>
	<u> </u>

4. Financial (10 Points)

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the applicant.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state-purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Certificate of Liability Insurance			With Proposal	

Authorized Signature

Date

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